

## Aoyama, Joyce

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, April 08, 2014 3:35 PM  
**To:** Rowden, Naomi  
**Subject:** RE: Template of SF135 for OIG records  
**Attachments:** SF135 FY14 OIG Audit Case Files EPA 700c 4-08-14.docx

**Categories:** Record Saved - Shared

Hi Naomi,

Here is the latest version of the SF135. I put in the info for EPA 024a. Please review and see if you agree. If you can, please provide the billing code for OIG and I can start the process. Thanks for getting the schedule!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
U.S. EPA-Region 10, CON-078  
(206) 553-2595 voice; (206) 553-0714 fax

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**From:** Rowden, Naomi  
**Sent:** Tuesday, April 08, 2014 12:42 PM  
**To:** Aoyama, Joyce  
**Subject:** RE: Template of SF135 for OIG records

Hi Joyce,

I just got word back from Billy to use record schedule 24 (Superfund cost recovery) for these files. It is a deleted schedule, to be superseded by 1036 which hasn't been approved yet.

Please let me know what the next step is to getting these boxes to the FRC.

Thank you,  
Naomi

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**From:** Aoyama, Joyce  
**Sent:** Friday, March 21, 2014 5:23 PM  
**To:** Rowden, Naomi  
**Subject:** RE: Template of SF135 for OIG records

Ok, as soon as we know what schedule to use, I can process them. They're ready to go either way. Have a great weekend. I'll be back on Tuesday.

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
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**From:** Rowden, Naomi  
**Sent:** Friday, March 21, 2014 1:11 PM  
**To:** Aoyama, Joyce  
**Cc:** Eason, Billy; Wells, Mike  
**Subject:** RE: Template of SF135 for OIG records

Hi Joyce,

I appreciate your help, the report looks good to me.

Thanks,  
Naomi

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**From:** Aoyama, Joyce  
**Sent:** Friday, March 21, 2014 12:47 PM  
**To:** Rowden, Naomi  
**Cc:** Eason, Billy; Wells, Mike  
**Subject:** RE: Template of SF135 for OIG records

Hi Naomi,  
I've input your files into Versatile boxes. We'll just need to wait for guidance on whether you're using the SF Site Specific schedule [EPA 014](#) for remedial or if we'll need to destroy these files under [EPA 700a or 700c](#).

Please review the box report and let me know if anything needs to be changed. Thanks!

Thank you,

Joyce Aoyama  
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**From:** Rowden, Naomi  
**Sent:** Thursday, March 20, 2014 1:32 PM  
**To:** Aoyama, Joyce  
**Cc:** Eason, Billy  
**Subject:** RE: Template of SF135 for OIG records

Hi Joyce,

I apologize it has taken me so long to get back to you on this project! With moving to our new floor and few other projects I just didn't get this done as quickly as I would have liked.

I now have organized the files and created a folder list for each box – we have 8 boxes total we would like to send to the FRC. These are all Superfund related and all past their disposition date if they are scheduled under EPA schedule 700. The file closed dates are between 1992 and 2002. We ended up determining that the non-Superfund related records are all at or near their disposition date and there aren't too many of them, so we don't need to send those to the FRC.

I am attaching a list of files for the 8 boxes and the SF 135. I filled in a few numbers but wasn't sure about how to include the list of files or what to put for the disposition dates (since it has already passed). I changed schedule 700a to 700c, since they are workpapers. Also, 2 files contain floppy disks – should I pull those out? And if so, what do I do with them?

Please let me know if I need to make any changes to the documents and/or what else I need to do at this point. Thank you for your patience!

Thanks,  
Naomi

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**From:** Aoyama, Joyce  
**Sent:** Wednesday, February 19, 2014 8:10 AM  
**To:** Rowden, Naomi  
**Cc:** Wells, Mike; York, Sandy; Eason, Billy  
**Subject:** RE: Template of SF135

Hi Naomi,

I know we're waiting for an answer from Billy and Region 4 on their process for Superfund Site Specific audit case files, so let's go ahead and send the older files to the FRC for now. We want to be able to potentially withdraw the boxes that are past their retention, just in case it's decided that they're not needed for Cost Recovery purposes, so here's what I propose:

- Group/box audit case files that are older than 8 years old (pre-2007) together and we'll add them to the end of the collection (List #1)
- Box up a second group of case files that are 7 years old or younger (2007-present) – List #2
- Number your boxes with pencil for now
- You can put cases from different years in the same box as long as they're all for schedule 700
- If at a later time we find that the audit files don't need to be kept longer than 8 years, we can Permanently Withdraw the boxes of older files from the Federal Records Center and disposition them here.

I hope that makes sense. Please let me know if you have questions. There's no rush on my part for the list of files and once the SF135 is emailed it doesn't take long to get the accession number from the FRC. Thanks!

Thank you,

Joyce Aoyama  
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**From:** Rowden, Naomi  
**Sent:** Tuesday, February 18, 2014 6:03 PM  
**To:** Aoyama, Joyce  
**Subject:** RE: Template of SF135

Thank you, Joyce.

I really appreciate you participating in the call earlier today and assisting with the records transfer. As I started to make a file list for the boxes I realized I was unsure about whether each box can contain more than one series of records? That is, if I only have a few folders from an audit from 1997 and then a few folders from a different audit in 1995, can I put them in the same box? They will all be EPA schedule 700, just different disposition dates. The other side of that question is, if they must be separated by disposition date, can a box be only partially full?

I will continue to work on getting the file list together but it might take me a little while to get through them all. I will be out of the office tomorrow (Wednesday Feb 19) but will be back on Thursday.

Thank you so much for your help,  
Naomi

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, February 18, 2014 5:22 PM  
**To:** Rowden, Naomi  
**Subject:** Template of SF135

Naomi,  
Please provide/replace any information for your collection and email it back to me along with your list of folder/case titles by boxes. Let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama  
Regional Records Manager  
ASRC Primus Solutions  
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